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AUTHOR Lathrop, Janice
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ABSTRACT

Task analyses are provided for two duty areas for the occupation of medical assistant in the medical assisting cluster. Five tasks for the duty area "providing therapeutic measures" are as follows: assist with dressing change, apply clean dressing, apply elastic bandage, assist physician in therapeutic procedure, and apply topical ointment. The duty area "performing diagnostic measures" includes eight tasks: assist physician/dentist in diagnostic procedure, assist with physical exam, collect clean catch urine specimen, collect routine urine specimen, perform urine test for sugar and acetone, measure specific gravity of urine, test for ketones, and weigh and measure infant. Each task analysis consists of these components: occupation; duty area; tasks; performance standard; steps (procedure); knowledge; attitudes; safety; equipment and supplies; source of analysis; and list of Illinois State Goals for Learning. (YLB)

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TASK ANALYSIS

FOR

HEALTH OCCUPATIONS

CLUSTER: MEDICAL ASSISTING

OCCUPATION: MEDICAL ASSISTANT

Duty Areas: Providing Therapeutic Measures

Performing Diagnostic Measures

CE 051 962

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Illinois Competency Based Vocational
Education Project
Housed At: Lake County Area
Vocational Center
19525 West Washington Street
Grayslake, IL 60030-1194
(312) 223-6681 or 620-8770

Tasks Analyzed by CBVE
Health Occupations Consultant — Janice Lathrop

CBVE Project Director — Urban T. Oen, Ph.D.

TASK ANALYSIS

FOR

HEALTH OCCUPATIONS

CLUSTER: **MEDICAL ASSISTING**

OCCUPATION: **MEDICAL ASSISTANT**

Duty Area: Providing Therapeutic Measures

TASK ANALYSIS

OCCUPATION: Medical Assistant

DUTY AREA: Providing Therapeutic Measures

TASK: Assist with dressing change

PERFORMANCE STANDARD: Equipment and supplies for dressing change are placed where they are convenient for use. Supplies and equipment are safe for use. Nurse or physician are assisted as needed. Waste is disposed of according to facility procedures. Procedure is recorded and reported as required.

STEPS

1. Receive assignment.
2. Identify patient.
3. Explain procedure to patient.
4. Wash hands.
5. Assemble equipment including dressing tray, sterile gloves, adhesive or nonallergic tape, plastic bag, basin or waste can.
6. Check autoclave indicator and date on all equipment and supplies.
7. Place equipment and supplies where they will be convenient for use.
8. Provide privacy for patient.
9. Tear off tape that will be needed for dressing change and place it where it will be available for use.

When nurse or physician is ready:

10. Assist as needed.

When dressing change is completed:

11. Leave patient in safe, comfortable position.
12. Clean and replace all equipment used.
13. Dispose of all waste according to facility procedure.
14. Wash hands.
15. Report and record procedure as required.

KNOWLEDGE

Use facility procedure for positively identifying patient.
Wash hands aseptically.
Use communication skills to explain procedures to patient and family.
Explain transmission of microorganisms.
Recognize sterile surfaces and contaminated surfaces.
Maintain a sterile field.
Use "drop" or "mitten" techniques to transfer items into sterile field.
Use pickup forceps.

KNOWLEDGE (Cont.)	Use sterile gloves. Use aseptic technique. Organize needed supplies. Operate examining table. Position patient for treatment. Watch for signs of patient discomfort. Use medical terminology to communicate with other health care workers. Describe the changing of a dressing. Use facility system in reporting and recording treatments. Observe results of treatment. Interpret autoclave indicators. Use infection control procedures to dispose of waste.
ATTITUDES	Recognize the danger to patient, staff and families if careless regarding contamination of sterile field or disposal of contaminated dressings. Anticipate what the person being assisted will need during the procedure. Respect patient's right to privacy. Respect patient's dignity. Realize organization prevents loss of time and patient discomfort and inconvenience. Empathize with patient's feelings about procedure. Communicate willing and matter-of-fact attitude. Respect the patient's right to know about and participate in treatment. Accept responsibility to do even distasteful nursing tasks thoroughly. In addition, refer to Employability Skills List.
SAFETY	Prevent the spread of infection to patient, staff and families by using good handwashing and aseptic techniques. Use principles of body mechanics to prevent injury to patient and self. Prevent accidents by providing adequate assistance to patient as indicated by their condition. Discontinue treatment and report any complications. Use facility infection control procedures to dispose of waste.
EQUIPMENT AND SUPPLIES	Pickup forceps Sterile dressing tray Sterile gloves Adhesive or nonallergic tape Plastic bag, basin or waste can
SOURCE OF ANALYSIS	Diversified Health Occupations, Louise Simmers, 1983, pp. 75-85.

ILLINOIS STATE GOALS FOR LEARNING

Physical Development and Health:

- Goal 1-G: Basic human anatomy and physiology as it relates to health and disease.
- Goal 2-R: Signs and symptoms indicating the need for professional medical attention.
- Goal 2-T: Causes and methods of preventing common communicable and noncommunicable diseases, including dental disease.

Language Arts:

- Goal 1-A: Recognition, recall, and summarization of material read.
- Goal 2-A: Meaning of spoken messages.
- Goal 2-C: Inferences from spoken messages and nonverbal cues.
- Goal 2-F: Effective and appropriate responses.
- Goal 3-A: Use of appropriate language and style in writing for a variety of purposes and audiences.
- Goal 4-A: Clear and expressive speaking.
- Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting.
- Goal 6-D: English grammar.

Social Sciences:

- Goal 3-F: Development of oral and written communication.

TASK ANALYSIS

OCCUPATION: Medical Assistant

DUTY AREA: Providing Therapeutic Measures

TASK: Apply clean dressing

PERFORMANCE STANDARD: Dressing is applied as ordered. Observations and treatment are reported and recorded as required. Old dressings are disposed of according to facility procedures.

STEPS

1. Receive assignment.
2. Identify patient.
3. Explain procedure to patient.
4. Wash hands.
5. Assemble equipment and supplies.
6. Place equipment and supplies where they will be convenient.
7. Provide privacy for patient.
8. Position patient for treatment.
9. Remove soiled dressing.
10. Note characteristics of area being dressed and drainage on old dressing.
11. Wash and dry wound to be dressed.
12. Apply dressing as ordered.
13. Secure dressing using tape, metal clips, or safety pins, as ordered.
14. Leave patient in safe, comfortable position.
15. Clean area disposing of all waste according to facility procedure.
16. Put equipment and supplies away.
17. Wash hands.
18. Report and record procedure as required.

KNOWLEDGE

Read and interpret assignment.
Use facility procedure for positively identifying patient.
Wash hands aseptically.
Use communication skills to explain procedures to patient and family.
Use aseptic technique.
Explain transmission of microorganisms.
Apply bandages.
Organize needed supplies.
Position patient for treatment.
Watch for signs of patient discomfort.

KNOWLEDGE (Cont.)	Use medical terminology to communicate with other health care workers. Cleanse and protect patient's skin. Use facility system in reporting and recording treatments. Observe results of treatment. Use infection control procedures to dispose of waste.
ATTITUDES	Respect patient's right to privacy. Respect patient's dignity. Realize organization prevents loss of time and patient discomfort and inconvenience. Empathize with patient's feelings about procedure. Communicate willing and matter-of-fact attitude. Respect the patient's right to know about and participate in treatment. Accept responsibility to do even distasteful nursing tasks thoroughly. In addition, refer to Employability Skills List.
SAFETY	Prevent the spread of infection to patient, staff and families by using good handwashing and aseptic techniques. Use principles of body mechanics to prevent injury to patient and self. Prevent accidents by providing adequate assistance to patient as indicated by their condition. Discontinue treatment and report any complications.
EQUIPMENT AND SUPPLIES	Nonsterile dressing Soap or other cleansing agent, as ordered Tape, metal clips or safety pins
SOURCE OF ANALYSIS	V-TECS Catalog, Nurse Aide/Orderly, Performance Objective 97.
ILLINOIS STATE GOALS FOR LEARNING	Physical Development and Health: Goal 1-G: Basic human anatomy and physiology as it relates to health and disease. Goal 2-R: Signs and symptoms indicating the need for professional medical attention. Goal 2-T: Causes and methods of preventing common communicable and noncommunicable diseases, including dental disease.

ILLINOIS STATE GOALS FOR LEARNING (Cont.)

Language Arts:

- Goal 1-A: Recognition, recall, and summarization of material read.
- Goal 2-A: Meaning of spoken messages.
- Goal 2-C: Inferences from spoken messages and nonverbal cues.
- Goal 2-F: Effective and appropriate responses.
- Goal 3-A: Use of appropriate language and style in writing for a variety of purposes and audiences.
- Goal 4-A: Clear and expressive speaking.
- Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting.
- Goal 6-D: English grammar.

Social Sciences:

- Goal 3-F: Development of oral and written communication.

TASK ANALYSIS

OCCUPATION: Medical Assistant

DUTY AREA: Providing Therapeutic Measures

TASK: Apply elastic bandage

PERFORMANCE STANDARD: Elastic bandages are applied as ordered. Bandages completely cover intended area and fit snugly and smoothly but do not impede circulation. Procedure is reported and recorded as required.

STEPS

1. Receive assignment.
2. Identify patient.
3. Explain procedure to patient.
4. Wash hands.
5. Assemble equipment and supplies.
6. Expose patient's feet and legs.
7. Position extremity to be wrapped at same level as heart.
8. Wrap bandage from distal to proximal part of extremity.
9. Anchor bandage at beginning.
10. Apply bandage with firm, even pressure, avoiding wrinkles.
11. Wrap bandage so that area is completely covered.
12. Anchor end of bandage.
13. Check pulse or observe skin color to determine that circulation is adequate.
14. Leave patient in safe, comfortable position.
15. Report and record treatment as required.

KNOWLEDGE

Read and interpret assignment.
Read and interpret patient care plan.
Use facility procedure for positively identifying patient.
Wash hands aseptically.
Use communication skills to explain procedures to patient and family.
Use aseptic technique.
Organize needed supplies.
Recognize signs and symptoms of impeded circulation.
Position patient for treatment.
Watch for signs of patient discomfort.
Use medical terminology to communicate with other health care workers.
Use facility system in reporting and recording treatments.
Observe results of treatment.

ATTITUDES	Respect patient's right to privacy. Respect patient's dignity. Realize organization prevents loss of time and patient discomfort and inconvenience. Empathize with patient's feelings about procedure. Communicate willing and matter-of-fact attitude. Respect the patient's right to know about and participate in treatment. In addition, refer to Employability Skills List.
SAFETY	Prevent the spread of infection to patient, staff and families by using good handwashing and aseptic techniques. Use principles of body mechanics to prevent injury to patient and self. Prevent accidents by providing adequate assistance to patient as indicated by their condition. Discontinue treatment and report any complications.
EQUIPMENT AND SUPPLIES	Elastic bandages
SOURCE OF ANALYSIS	V-TECS Catalog, Nurse Aide/Orderly, Performance Objective 93.
ILLINOIS STATE GOALS FOR LEARNING	Physical Development and Health: Goal 1-G: Basic human anatomy and physiology as it relates to health and disease. Goal 2-R: Signs and symptoms indicating the need for professional medical attention. Language Arts: Goal 1-A: Recognition, recall, and summarization of material read. Goal 2-A: Meaning of spoken messages. Goal 2-C: Inferences from spoken messages and nonverbal cues. Goal 2-F: Effective and appropriate responses. Goal 3-A: Use of appropriate language and style in writing for a variety of purposes and audiences. Goal 4-A: Clear and expressive speaking. Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting. Goal 6-D: English grammar. Social Sciences: Goal 3-F: Development of oral and written communication.

TASK ANALYSIS

OCCUPATION: Medical Assistant

DUTY AREA: Providing Therapeutic Measures

TASK: Assist physician in performing therapeutic procedure

PERFORMANCE STANDARD: Patient is prepared for procedure. Physician is provided with required assistance, equipment and supplies. Procedure is reported and recorded as required.

STEPS

1. Receive assignment.
2. Identify patient.
3. Explain procedure to patient.
4. Wash hands.
5. Assemble equipment and supplies.
6. Provide privacy.
7. Position patient for procedure.
8. Open equipment and supplies as needed.
9. Hand equipment and/or supplies to physician as needed.
10. Hold patient, if needed, during procedure.
11. Provide support and reassurance to patient during procedure.
12. Leave patient in a safe, comfortable position.
13. Clean or dispose of equipment and supplies after procedure.
14. Wash hands.
15. Report and record procedure.

KNOWLEDGE

Read and interpret assignment sheet.
Use facility procedure for positively identifying patient.
Wash hands aseptically.
Use communication skills to explain procedures to patient and family.
Use aseptic technique.
Organize needed supplies.
Position patient for treatment.
Watch for signs of patient discomfort.
Use medical terminology to communicate with other health care workers.
Use facility system in reporting and recording treatments.
Observe results of treatment.
Determine equipment and supplies needed for treatment.
Clean and prepare treatment table for next patient.

ATTITUDES	Respect patient's right to privacy. Respect patient's dignity. Realize organization prevents loss of time and patient discomfort and inconvenience. Empathize with patient's feelings about procedure. Communicate willing and matter-of-fact attitude. Respect the patient's right to know about and participate in treatment. Accept responsibility to do even distasteful nursing tasks thoroughly. In addition, refer to Employability Skills List.
SAFETY	Prevent the spread of infection to patient, staff and families by using good handwashing and aseptic techniques. Use principles of body mechanics to prevent injury to patient and self. Prevent accidents by providing adequate assistance to patient as indicated by their condition.
EQUIPMENT AND SUPPLIES	Equipment and supplies for procedure
SOURCE OF ANALYSIS	Curriculum Models and Competencies, Associate Degree Nursing, North Carolina Department of Community Colleges, 1983.
ILLINOIS STATE GOALS FOR LEARNING	Language Arts: Goal 1-A: Recognition, recall, and summarization of material read. Goal 1-C: Reading for various purposes and identification of text to accomplish each purpose. Goal 2-A: Meaning of spoken messages. Goal 2-C: Inferences from spoken messages and nonverbal cues. Goal 2-F: Effective and appropriate responses. Goal 3-A: Use of appropriate language and style in writing for a variety of purposes and audiences. Goal 4-A: Clear and expressive speaking. Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting. Goal 6-D: English grammar. Physical Development and Health: Goal 1-G: Basic human anatomy and physiology as it relates to health and disease. Social Sciences: Goal 3-F: Development of oral and written communication.

TASK ANALYSIS

OCCUPATION: Medical Assistant

DUTY AREA: Providing Therapeutic Measures

TASK: Apply topical ointment

PERFORMANCE STANDARD: Affected area or wound is cleaned before treatment. The ointment matches order exactly. The treatment does not cause undue pain or skin damage.

STEPS

1. Receive assignment.
2. Verify patient's identity.
3. Explain procedure to patient.
4. Wash hands.
5. Assemble supplies.
6. Select topical ointment as ordered.
7. Compare label with order by reading three times:
   A. Before removing from shelf.
   B. Before applying.
   C. Before returning to shelf.
8. Cleanse area to receive treatment if ordered, or ask nurse to cleanse area if sterile procedures are ordered.
9. Apply ointment in thin coats with either a sterile tongue blade, spatula, or rubber gloves, as ordered.
10. Clean and put away equipment and supplies.
11. Leave patient in a safe and comfortable position.
12. Wash hands.
13. Record and report treatment and results.

KNOWLEDGE

Use facility procedure for positively identifying patient.
Wash hands aseptically.
Use communication skills to explain procedures to patient and family.
Use aseptic technique.
Explain how this specific topical ointment is used and what the purpose of the ointment is.
Organize needed supplies.
Position patient for treatment.
Watch for signs of patient discomfort.
Use medical terminology to communicate with other health care workers.

KNOWLEDGE (Cont.)	Cleanse and protect patient's skin. Use facility system in reporting and recording treatments. Observe results of treatment.
ATTITUDES	Respect patient's right to privacy. Respect patient's dignity. Realize organization prevents loss of time and patient discomfort and inconvenience. Empathize with patient's feelings about procedure. Communicate willing and matter-of-fact attitude. Respect the patient's right to know about and participate in treatment. Accept responsibility to do even distasteful nursing tasks thoroughly. In addition, refer to Employability Skills List.
SAFETY	Prevent the spread of infection to patient, staff and families by using good handwashing and aseptic techniques. Use principles of body mechanics to prevent injury to patient and self. Use gentle touch during treatments as mucous membranes are easily injured. Prevent accidents by providing adequate assistance to patient as indicated by their condition. Discontinue treatment, and report any complications.
EQUIPMENT AND SUPPLIES	Topical ointment as ordered Applicator for ointment Gloves Soap Water Towel Washcloth Sterile cleansing supplies if ordered.
SOURCE OF ANALYSIS	V-TECS Catalog, Community Health Aide, Performance Objective 78.
ILLINOIS STATE GOALS FOR LEARNING	Physical Development and Health: Goal 1-G: Basic human anatomy and physiology as it relates to health and disease. Goal 2-R: Signs and symptoms indicating the need for professional medical attention. Goal 2-T: Causes and methods of preventing common communicable and noncommunicable diseases, including dental disease.

ILLINOIS STATE GOALS FOR LEARNING (Cont.)

Language Arts:

- Goal 1-A: Recognition, recall, and summarization of material read.
- Goal 1-C: Reading for various purposes and identification of text to accomplish each purpose.
- Goal 2-A: Meaning of spoken messages.
- Goal 2-C: Inferences from spoken messages and nonverbal cues.
- Goal 2-F: Effective and appropriate responses.
- Goal 3-A: Use of appropriate language and style in writing for a variety of purposes and audiences.
- Goal 4-A: Clear and expressive speaking.
- Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting.
- Goal 6-D: English grammar.

Social Sciences:

- Goal 3-F: Development of oral and written communication.

TASK ANALYSIS

FOR

HEALTH OCCUPATIONS

CLUSTER: **MEDICAL ASSISTING**

OCCUPATION: **MEDICAL ASSISTANT**

Duty Area: Performing Diagnostic Measures

TASK ANALYSIS

OCCUPATION: Medical Assistant

DUTY AREA: Performing Diagnostic Measures

TASK: Assist physician/dentist in diagnostic procedure

PERFORMANCE STANDARD: Patient is prepared for procedure. Equipment and supplies are available as needed for procedure. Assistance is provided as needed by physician. Patient is provided emotional support throughout procedure. Procedure is reported and recorded as required.

STEPS

1. Verify diagnostic procedure.
2. Wash hands.
3. Organize required equipment and supplies.
4. Identify patient.
5. Prepare patient for procedure.
6. Open equipment and supplies as needed.
7. Hand equipment and/or supplies as needed.
8. Hold patient, if needed.
9. Reassure and comfort patient, as appropriate.
10. Clean or dispose of equipment and supplies after procedure.
11. Leave patient in safe and comfortable position.
12. Wash hands.
13. Report and record procedure.

KNOWLEDGE

Read and interpret doctor's orders.
Identify reason for procedure.
Select equipment and supplies for procedure.
Use teaching/learning skills to explain procedure to patient.
Position patient for procedure.
Use medical and surgical aseptic technique.
Anticipate physician's needs during procedure.
Use communication skills to reassure and comfort patient as is appropriate during difficult or painful procedures.
Use accepted methods to dispose of, clean and sterilize equipment and supplies.
Use facility procedures to report and record procedure.

ATTITUDES	Accept the importance of performing procedures efficiently and quickly. Value patient comfort, safety and cooperation. Value cost containment and prepare only what is needed for procedure. Accept that patient may need restraint due to inability to control self during painful or frightening procedure. In addition, refer to Employability Skills List.
SAFETY	Use facility procedure to positively identify patient. Use aseptic technique to prevent infection among patients, staff and families. Assist patient who may need restraint in order to save them from further injury.
EQUIPMENT AND SUPPLIES	Equipment and supplies for specific procedure.
SOURCE OF ANALYSIS	Curriculum Models and Competencies, Associate Degree Nursing, North Carolina Department of Community Colleges, 1983.
ILLINOIS STATE GOALS FOR LEARNING	Physical Development and Health: Goal 1-G: Basic human anatomy and physiology as it relates to health and disease. Goal 2-K: Behaviors which promote self-esteem without being destructive to self or others. Goal 2-R: Signs and symptoms indicating the need for professional medical attention. Goal 2-T: Causes and methods of preventing common communicable and noncommunicable diseases, including dental disease. Language Arts: Goal 1-A: Recognition, recall, and summarization of material read. Goal 1-C: Reading for various purposes and identification of text to accomplish each purpose. Goal 2-A: Meaning of spoken messages. Goal 2-C: Inferences from spoken messages and nonverbal cues. Goal 2-F: Effective and appropriate responses. Goal 3-A: Use of appropriate language and style in writing for a variety of purposes and audiences. Goal 4-A: Clear and expressive speaking. Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting. Goal 6-D: English grammar.

ILLINOIS STATE GOALS FOR LEARNING (Cont.)

Social Sciences:

Goal 3-B: Selected principles of learning and motivation.

Goal 3-F: Development of oral and written communication.

Biological and Physical Sciences:

Goal 3-A: Ethical practices which include:

1. honesty and integrity in the recording and reporting of the results of scientific inquiry;
2. disclosure, including open discussion of ideas, techniques and results;
3. rights of subjects, humanness and respect for life.

TASK ANALYSIS

OCCUPATION: Medical Assistant

DUTY AREA: Performing Diagnostic Measures

TASK: Assist with physical examination

PERFORMANCE STANDARD: Patient is undressed and draped for examination. Physician is assisted in examining patient as situation requires. Labeled specimens are sent to lab with lab requisition slip. Procedure is recorded and reported as required.

STEPS

1. Receive assignment.
2. Verify patient's identity.
3. Explain procedure to patient.
4. Wash hands.
5. Assemble equipment and supplies.
6. Label specimen containers:
   A. Patient's name
   B. Patient's identification number
   C. Date and time of specimen collection.
7. Attach label to specimen container.
8. Fill out lab requisition slip:
   A. Patient's name
   B. Patient's identification number
   C. Date and time of specimen collection
   D. Tests to be done
   E. Physician's name
   F. Designate STAT or ROUTINE.
9. Provide privacy for patient.
10. Direct patient to undress or assist patient in undressing.
11. Position and drape patient according to area of body being examined.
    NOTE: Female patient should be attended by female nurse during examination by male physician. Male patient should be attended by male nurse during examination by female physician.
12. Hand physician essential equipment.
13. Position examination light.
14. Support patient in specific position.
15. Receive specimens.
16. Leave patient in a safe and comfortable position.
17. Send labeled specimens to lab.
18. Direct patient to dress or assist patient in dressing.
19. Clean and put away equipment and supplies not in use.
20. Wash hands.
21. Record and report procedure.

KNOWLEDGE	Wash hands aseptically. Use medical terminology to communicate with other health care workers. Identify reason for procedure. Select equipment and supplies for procedure. Use communication skills to explain procedure to patient. Position patient for procedure. Use medical and surgical aseptic/technique. Anticipate physician's needs during procedure. Use communication skills to reassure and comfort patient as is appropriate during difficult or painful procedures. Use accepted methods to dispose of, clean and sterilize equipment and supplies. Use facility system to record and report observations. Use facility procedures to report and record procedure.
ATTITUDES	Respect patient's right to privacy. Respect patient's dignity. Empathize with patient regarding diagnostic procedure. Accept the importance of performing procedures efficiently and quickly. Value patient comfort, safety and cooperation. Value cost containment and prepare only what is needed for procedure. Accept that patient may need restraint due to inability to control self during painful or frightening procedure. In addition, refer to Employability Skills List.
SAFETY	Use facility procedure to positively identify patient. Use aseptic technique to prevent infection among patients, staff and families. Assist patient who may need restraint in order to save them from further injury. Use principles of body mechanics to prevent injury to patient and self. Prevent accidents by providing adequate assistance to patient as indicated by their condition. Discontinue procedure and report any complications. Label all specimens accurately.
EQUIPMENT AND SUPPLIES	Drape Label Lab requisition slip Ophthalmoscope Otoscope Pelvic examination tray and pap smear equipment as indicated Percussion hammer Rectal glove and lubricant

EQUIPMENT AND SUPPLIES (Cont.)	Specimen container Sphygmomanometer Tongue blade Tuning fork
SOURCE OF ANALYSIS	V-TECS Catalog, Licensed Practical Nurse, Performance Objective 183.
ILLINOIS STATE GOALS FOR LEARNING	Physical Development and Health: Goal 1-G: Basic human anatomy and physiology as it relates to health and disease. Goal 2-R: Signs and symptoms indicating the need for professional medical attention. Goal 2-T: Causes and methods of preventing common communicable and noncommunicable diseases, including dental disease. Language Arts: Goal 1-A: Recognition, recall, and summarization of material read. Goal 1-C: Reading for various purposes and identification of text to accomplish each purpose. Goal 2-A: Meaning of spoken messages. Goal 2-C: Inferences from spoken messages and nonverbal cues. Goal 2-F: Effective and appropriate responses. Goal 3-A: Use of appropriate language and style in writing for a variety of purposes and audiences. Goal 4-A: Clear and expressive speaking. Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting. Goal 6-D: English grammar. Social Sciences: Goal 3-A: Selected theories of human physical development. Goal 3-B: Selected principles of learning and motivation. Goal 3-F: Development of oral and written communication.

TASK ANALYSIS

OCCUPATION: Medical Assistant

DUTY AREA: Performing Diagnostic Measures

TASK: Collect clean catch urine specimen

PERFORMANCE STANDARD: Patient is clean and dry. Clean catch specimen is collected midstream in voiding from clean perineal area. Medical asepsis is maintained during procedure. Labeled specimen is sent to lab with lab requisition slip. Procedure is reported and recorded as required.

STEPS

1. Receive assignment.
2. Verify patient's identity.
3. Explain procedure to patient.
4. Wash hands.
5. Assemble equipment and supplies.
6. Fill out specimen label:
   A. Patient's name
   B. Patient's identification number
   C. Date and time of collection.
7. Fill out lab requisition slip:
   A. Patient's name
   B. Patient's identification number
   C. Date and time of specimen collection
   D. Tests to be done
   E. Physician's name
   F. Designate STAT or ROUTINE.
8. Provide privacy for patient.
9. Assist patient to toilet with specimen pan in place.
10. Put on disposable gloves.
11. Instruct patient to, or assist patient to expose urinary meatus.
12. Instruct patient to, or assist patient to cleanse area around urinary meatus, front to back with clean cotton ball or antiseptic wipe for each stroke.
13. Instruct patient to void.
14. Collect urine specimen.
    NOTE: First and last portion of urine is not collected, only the mid-stream.
15. Remove gloves.
16. Clean and put away equipment and supplies not in use.
17. Wash hands.
18. Attach label to specimen container.
19. Send labeled specimen to lab with completed requisition slip.
20. Record and report procedure and observations.

KNOWLEDGE	Read and interpret assignment sheet. Wash hands aseptically. Use medical terminology to communicate with other health care workers. Identify reason for procedure. Select equipment and supplies for procedure. Use communication skills to explain procedure to patient. Position patient for procedure. Use medical aseptic technique. Use communication skills to reassure and comfort patient as is appropriate during difficult or embarrassing procedures. Use accepted methods to dispose of or clean equipment and supplies. Explain facility procedures for requisition and for sending specimen to lab. Use facility system to record and report observations. Use facility procedures to report and record procedure. Write legibly. Explain anatomy and physiology related to urination.
ATTITUDES	Respect patient's right to privacy. Respect patient's dignity. Empathize with patient regarding diagnostic procedure. Accept the importance of performing procedures efficiently and quickly. Value patient comfort, safety and cooperation. Value cost containment and prepare only what is needed for procedure. Accept need to use terminology patient understands. Accept need to do distasteful nursing tasks thoroughly. Accept patient's need for privacy and possible resistance to accepting assistance. Value patient's need to comprehend their role in collecting specimen. Accept need to be honest in regard to accurately carrying out procedure. In addition, refer to Employability Skills List.
SAFETY	Use facility procedure to positively identify patient. Use aseptic technique to prevent infection among patients, staff and families. Use principles of body mechanics to prevent injury to patient and self. Prevent accidents by providing adequate assistance to patient as indicated by their condition. Label all specimens accurately.

EQUIPMENT AND SUPPLIES	Bedpan, urinal, specimen pan or commode Cleansing agent Cotton balls or antiseptic wipes Disposable gloves Label Lab requisition slip Sterile specimen container
SOURCE OF ANALYSIS	V-TECS Catalog, Licensed Practical Nurse, Performance Objective 150.
ILLINOIS STATE GOALS FOR LEARNING	Language Arts: Goal 1-A: Recognition, recall, and summarization of material read. Goal 1-C: Reading for various purposes and identification of text to accomplish each purpose. Goal 2-A: Meaning of spoken messages. Goal 2-C: Inferences from spoken messages and nonverbal cues. Goal 2-F: Effective and appropriate responses. Goal 3-A: Use of appropriate language and style in writing for a variety of purposes and audiences. Goal 4-A: Clear and expressive speaking. Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting. Goal 6-D: English grammar. Mathematics: Goal 3-A: Measurement in various contexts using appropriate units. Physical Development and Health: Goal 1-G: Basic human anatomy and physiology as it relates to health and disease. Social Sciences: Goal 3-B: Selected principles of learning and motivation. Goal 3-F: Development of oral and written communication.

TASK ANALYSIS

OCCUPATION: Medical Assistant

DUTY AREA: Performing Diagnostic Measures

TASK: Collect routine urine specimen

PERFORMANCE STANDARD: Patient is dry. Labeled specimen is sent to lab with lab requisition slip. Procedure is reported and recorded as required.

STEPS

1. Receive assignment.
2. Verify patient's identity.
3. Explain procedure to patient.
4. Wash hands.
5. Assemble equipment and supplies.
6. Fill out specimen label:
   A. Patient's name
   B. Patient's identification number
   C. Date and time of collection.
7. Attach label to specimen container.
8. Fill out lab requisition slip:
   A. Patient's name
   B. Patient's identification number
   C. Date and time of specimen collection
   D. Tests to be done
   E. Physician's name
   F. Designate STAT or ROUTINE.
9. Provide privacy for patient.
10. Assist patient to toilet(with specimen pan in place) as condition dictates.
    NOTE: Ambulatory patient collects specimen unaided.
11. Instruct patient to void.
12. Collect urine specimen and pour into labeled specimen cup, measuring as indicated.
13. Empty remainder of urine into toilet.
14. Clean and put away equipment and supplies not in use.
15. Wash hands.
16. Send labeled specimen to lab with completed requisition slip.
17. Record and report procedure and observations.

KNOWLEDGE	Read and interpret assignment sheet. Read and interpret patient care plan. Wash hands aseptically. Use medical terminology to communicate with other health care workers. Identify reason for procedure. Select equipment and supplies for procedure. Use communication skills to explain procedure to patient. Use medical aseptic technique. Use communication skills to reassure and comfort patient as is appropriate during difficult or embarrassing procedures. Use accepted methods to dispose of or clean equipment and supplies. Explain facility procedures for requisition and for sending specimen to lab. Use facility system to record and report observations. Use facility procedures to report and record procedure. Write legibly. Explain anatomy and physiology related to urination.
ATTITUDES	Respect patient's right to privacy. Respect patient's dignity. Empathize with patient regarding diagnostic procedure. Accept the importance of performing procedures efficiently and quickly. Value patient comfort, safety and cooperation. Value cost containment and prepare only what is needed for procedure. Accept need to use terminology patient understands. Accept need to do distasteful nursing tasks thoroughly. Accept patient's need for privacy and possible resistance to accepting assistance. Value patient's need to comprehend their role in collecting specimen. Accept need to be honest in regard to accurately carrying out procedure. In addition, refer to Employability Skills List.
SAFETY	Use facility procedure to positively identify patient. Use aseptic technique to prevent infection among patient, staff and families. Place call signal where patient can reach it. Prevent accidents by providing adequate assistance to patient as indicated by their condition. Label all specimens accurately.
EQUIPMENT AND SUPPLIES	Toilet with specimen pan, if necessary Label Lab requisition slip Specimen container

SOURCE OF ANALYSIS

V-TECS Catalog, Licensed Practical Nurse, Performance Objective 149.

ILLINOIS STATE GOALS FOR LEARNING

Language Arts:

- Goal 1-A: Recognition, recall, and summarization of material read.
- Goal 1-C: Reading for various purposes and identification of text to accomplish each purpose.
- Goal 2-A: Meaning of spoken messages.
- Goal 2-C: Inferences from spoken messages and nonverbal cues.
- Goal 2-F: Effective and appropriate responses.
- Goal 3-A: Use of appropriate language and style in writing for a variety of purposes and audiences.
- Goal 4-A: Clear and expressive speaking.
- Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting.
- Goal 6-D: English grammar.

Mathematics:

- Goal 3-A: Measurement in various contexts using appropriate units.

Physical Development and Health:

- Goal 1-G: Basic human anatomy and physiology as it relates to health and disease.

Social Sciences:

- Goal 3-B: Selected principles of learning and motivation.
- Goal 3-F: Development of oral and written communication.

TASK ANALYSIS

OCCUPATION: Medical Assistant

DUTY AREA: Performing Diagnostic Measures

TASK: Perform urine test for sugar and acetone

PERFORMANCE STANDARD: Patient is clean and dry. Test is done on second voided specimen unless patient cannot produce second specimen. Effects of Clinitest tablet, Tes-tape or Ketostix are compared with color chart. Results of test are reported and recorded as required.

STEPS

1. Receive assignment.
2. Verify patient's identity.
3. Explain procedure to patient.
4. Wash hands.
5. Assemble equipment and supplies.
6. Assist patient to toilet with specimen container.
   NOTE: Ambulatory patient collects specimen unaided.
7. Provide privacy for patient.
8. Instruct patient to void.
9. Save urine in case patient cannot void second time.
10. Give patient liquids to drink.
11. Instruct patient to void for second specimen.

For Clinitest method:

12. Drop 5 drops of urine into test tube with eyedropper.
13. Rinse eyedropper.
14. Drop 10 drops of water into test tube.
15. Rotate test tube between fingers to mix urine and water.
16. Drop one Clinitest tablet into test tube without touching tablet with fingers.
17. Close bottle tightly.
18. Shake tube gently after 15 seconds.
19. Compare with Clinitest color chart.

For Tes-tape method:

20. Remove 1 1/2 inches of Tes-tape from dispenser.
21. Dip tape end into urine specimen and remove immediately or drop urine on Tes-tape.
22. Wait 60 seconds.
23. Compare tape with color chart.

For Ketostix method:

24. Remove one Ketostix from bottle.
25. Close bottle tightly.
26. Dip tip of Ketostix into urine.
27. Tap on side of container to remove excess.
28. Remove Ketostix.

STEPS (Cont.)	29. Wait 15 seconds. 30. Compare Ketostix to color chart. **After tests:** 31. Leave patient in a safe and comfortable place. 32. Clean and put away equipment and supplies not in use. 33. Wash hands. 34. Record and report procedure and results.
KNOWLEDGE	Read and interpret assignment sheet. Read and interpret patient care plan. Wash hands aseptically. Use medical terminology to communicate with other health care workers. Identify reason for procedure. Select equipment and supplies for procedure. Use communication skills to explain procedure to patient. Use medical aseptic technique. Use communication skills to reassure and comfort patient as is appropriate during difficult or embarrassing procedures. Use accepted methods to dispose of or clean equipment and supplies. Use facility system to record and report observations. Use facility procedures to report and record procedure. Write legibly. Explain anatomy and physiology related to urinary system.
ATTITUDES	Respect patient's right to privacy. Respect patient's dignity. Empathize with patient regarding diagnostic procedure. Accept the importance of performing procedures efficiently and quickly. Value patient comfort, safety and cooperation. Value cost containment and prepare only what is needed for procedure. Accept need to use terminology patient understands. Accept need to do distasteful nursing tasks thoroughly. Accept patient's need for privacy and possible resistance to accepting assistance. Value patient's need to comprehend their role in collecting specimen. Accept need to be honest in regard to accurately carrying out procedure. In addition, refer to Employability Skills List.
SAFETY	Use facility procedure to positively identify patient. Use aseptic technique to prevent infection among patient, staff and families. Prevent accidents by providing adequate assistance to patient as indicated by their condition. Label all specimens accurately.

EQUIPMENT AND SUPPLIES	Specimen container Clinitest tablet or Tes-tape and Ketostix Eyedropper Water Sugar and acetone color charts Test tube
SOURCE OF ANALYSIS	V-TECS Catalog, Licensed Practical Nurse, Performance Objective 153.
ILLINOIS STATE GOALS FOR LEARNING	Language Arts: Goal 1-A: Recognition, recall, and summarization of material read. Goal 1-C: Reading for various purposes and identification of text to accomplish each purpose. Goal 2-A: Meaning of spoken messages. Goal 2-C: Inferences from spoken messages and nonverbal cues. Goal 2-F: Effective and appropriate responses. Goal 3-A: Use of appropriate language and style in writing for a variety of purposes and audiences. Goal 4-A: Clear and expressive speaking. Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting. Goal 6-D: English grammar. Mathematics: Goal 3-A: Measurement in various contexts using appropriate units. Physical Development and Health: Goal 1-G: Basic human anatomy and physiology as it relates to health and disease. Social Sciences: Goal 3-B: Selected principles of learning and motivation. Goal 3-F: Development of oral and written communication.

TASK ANALYSIS

OCCUPATION: Medical Assistant

DUTY AREA: Performing Diagnostic Measures

TASK: Measure specific gravity of urine

PERFORMANCE STANDARD: Patient is clean and dry. Specific gravity is measured from dark area of urinometer. Reading is reported and recorded as required.

STEPS

1. Receive assignment.
2. Verify patient's identity.
3. Explain procedure to patient.
4. Wash hands.
5. Assemble equipment and supplies.
6. Provide privacy for patient.
7. Collect routine urine specimen.
8. Draw up urine in eyedropper.
9. Deposit one drop urine onto designated area of urinometer.
10. Close instrument.
11. Look through eyepiece of instrument.
12. Note number where dark area ends.
13. Clean instrument and eyedropper.
14. Return equipment to storage.
15. Leave patient in a safe and comfortable place.
16. Wash hands.
17. Record and report procedure and results.

KNOWLEDGE

Read and interpret assignment sheet.
Wash hands aseptically.
Use medical terminology to communicate with other health care workers.
Identify reason for procedure.
Select equipment and supplies for procedure.
Use communication skills to explain procedure to patient.
Use medical aseptic technique.
Use communication skills to reassure and comfort patient as is appropriate during difficult or embarrassing procedures.
Use accepted methods to dispose of or clean equipment and supplies.
Use facility system to record and report observations.
Use facility procedures to report and record procedure.

KNOWLEDGE (Cont.)	Write legibly. Explain anatomy and physiology related to urinary system.
ATTITUDES	Respect patient's right to privacy. Respect patient's dignity. Empathize with patient regarding diagnostic procedure. Accept the importance of performing procedures efficiently and quickly. Value patient comfort, safety and cooperation. Value cost containment and prepare only what is needed for procedure. Accept need to use terminology patient understands. Accept need to do distasteful nursing tasks thoroughly. Accept patient's need for privacy and possible resistance to accepting assistance. Value patient's need to comprehend their role in collecting specimen. Accept need to be honest in regard to accurately carrying out procedure. In addition, refer to Employability Skills List.
SAFETY	Use facility procedure to positively identify patient. Use aseptic technique to prevent infection among patient, staff and families. Use principles of body mechanics to prevent injury to patient and self. Prevent accidents by providing adequate assistance to patient as indicated by their condition. Label all specimens accurately.
EQUIPMENT AND SUPPLIES	Eyedropper Specimen container Urinometer
SOURCE OF ANALYSIS	V-TECS Catalog, Licensed Practical Nurse, Performance Objective 154.
ILLINOIS STATE GOALS FOR LEARNING	Social Sciences: Goal 3-B: Selected principles of learning and motivation. Goal 3-F: Development of oral and written communication. Mathematics: Goal 3-A: Measurement in various contexts using appropriate units.

ILLINOIS STATE GOALS FOR LEARNING (Cont.)

Language Arts:

- Goal 1-A: Recognition, recall, and summarization of material read.
- Goal 1-C: Reading for various purposes and identification of text to accomplish each purpose.
- Goal 2-A: Meaning of spoken messages.
- Goal 2-C: Inferences from spoken messages and nonverbal cues.
- Goal 2-F: Effective and appropriate responses.
- Goal 3-A: Use of appropriate language and style in writing for a variety of purposes and audiences.
- Goal 4-A: Clear and expressive speaking.
- Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting.
- Goal 6-D: English grammar.

Physical Development and Health:

- Goal 1-G: Basic human anatomy and physiology as it relates to health and disease.

TASK ANALYSIS

OCCUPATION: Medical Assistant

DUTY AREA: Performing Diagnostic Measures

TASK: Test for ketones

PERFORMANCE STANDARD: Patient is clean and dry. Test is done on second voided specimen unless patient cannot produce second specimen. Effects of Acetest tablet or Ketostix are compared with color chart. Results of test are reported and recorded as required.

STEPS

1. Receive assignment.
2. Verify patient's identity.
3. Explain procedure to patient.
4. Wash hands.
5. Assemble equipment and supplies.
6. Provide privacy for patient.
7. Collect second voided urine specimen.

Test urine using Acetest:

8. Place Acetest tablet on paper towel.
   NOTE: Use bottle cap, not fingers to move tablet.
9. Replace cap on bottle tightly.
10. Rinse the eyedropper with water.
11. Draw some of the urine into eyedropper.
12. Drop one drop of urine onto the tablet.
13. Wait 30 seconds.
14. Compare the tablet with the color chart.

Test urine using Ketostix:

15. Remove one Ketostix from bottle.
16. Close bottle tightly.
17. Dip tip of Ketostix into urine.
18. Tap on side of container to remove excess.
19. Remove Ketostix.
20. Wait 15 seconds.
21. Compare Ketostix to color chart.
22. Read the result that corresponds with the color match.

After tests:

23. Leave patient in a safe and comfortable position.
24. Clean and put away equipment and supplies not in use.
25. Wash hands.
26. Record and report procedure and results.

KNOWLEDGE: Read and interpret assignment sheet.
Wash hands aseptically.

KNOWLEDGE (Cont.)	Use medical terminology to communicate with other health care workers. Identify reason for procedure. Select equipment and supplies for procedure. Use communication skills to explain procedure to patient. Use medical aseptic technique. Use communication skills to reassure and comfort patient as is appropriate during difficult or embarrassing procedures. Use accepted methods to dispose of or clean equipment and supplies. Use facility system to record and report observations. Use facility procedures to report and record procedure. Write legibly. Explain anatomy and physiology related to urinary system. Compare color charts and determine similarities.
ATTITUDES	Respect patient's right to privacy. Respect patient's dignity. Empathize with patient regarding diagnostic procedure. Accept the importance of performing procedures efficiently and quickly. Value patient comfort, safety and cooperation. Value cost containment and prepare only what is needed for procedure. Accept need to use terminology patient understands. Accept need to do distasteful nursing tasks thoroughly. Accept patient's need for privacy and possible resistance to accepting assistance. Value patient's need to comprehend their role in collecting specimen. Accept need to be honest in regard to accurately carrying out procedure. In addition, refer to Employability Skills List.
SAFETY	Use facility procedure to positively identify patient. Use aseptic technique to prevent infection among patients, staff and families. Prevent accidents by providing adequate assistance to patient as indicated by their condition. Label all specimens accurately.
EQUIPMENT AND SUPPLIES	Specimen container Acetest tablet Ketostix Eyedropper Water Color charts Paper towel

SOURCE OF ANALYSIS

V-TECS Catalog, Licensed Practical Nurse, Performance Objective 153.
V-TECS Catalog, Nurse Aide/Orderly, Performance Objective 45.

ILLINOIS STATE GOALS FOR LEARNING

Language Arts:
- Goal 1-A: Recognition, recall, and summarization of material read.
- Goal 1-C: Reading for various purposes and identification of text to accomplish each purpose.
- Goal 2-A: Meaning of spoken messages.
- Goal 2-C: Inferences from spoken messages and nonverbal cues.
- Goal 2-F: Effective and appropriate responses.
- Goal 3-A: Use of appropriate language and style in writing for a variety of purposes and audiences.
- Goal 4-A: Clear and expressive speaking.
- Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting.
- Goal 6-D: English grammar.

Mathematics:
- Goal 3-A: Measurement in various contexts using appropriate units.

Physical Development and Health:
- Goal 1-G: Basic human anatomy and physiology as it relates to health and disease.

Social Sciences:
- Goal 3-B: Selected principles of learning and motivation.
- Goal 3-F: Development of oral and written communication.

TASK ANALYSIS

OCCUPATION: Medical Assistant

DUTY AREA: Performing Diagnostic Measures

TASK: Weigh and measure infant

PERFORMANCE STANDARD: Infant's head is supported during procedure. Infant's weight and length are measured; and measurements are reported and recorded as required.

STEPS

1. Receive assignment.
2. Verify infant's identity.
3. Explain procedure to parent.
4. Wash hands.
5. Assemble equipment and supplies.
6. Place protector pad on scales.
7. Remove infant's clothing.
8. Place infant flat on scales.
   CAUTION: Infant's head must be supported at all times.
9. Note infant weight.
10. Measure infant from head to feet.
11. Replace infant in crib, rewrapping with blanket.
12. Report and record weight and length measurements.

KNOWLEDGE

Read and interpret assignment sheet.
Read and interpret patient care plan.
Wash hands aseptically.
Use medical terminology to communicate with other health care workers.
Identify reason for procedure.
Select equipment and supplies for procedure.
Use communication skills to explain procedure to parent.
Position patient for procedure.
Use medical aseptic technique.
Use accepted methods to dispose of or clean equipment and supplies.
Use facility system to record and report observations.
Use facility procedures to report and record procedure.
Write legibly.
Balance scale with protector pad in place as weight of pad can alter accuracy of small infant's weight significantly.
Read and convert pounds and kilograms.
Read and convert inches and centimeters.
Balance scale.
Read scale.

KNOWLEDGE (Cont.)	Hold infant. Dress and undress infant.
ATTITUDES	Accept the importance of performing procedures efficiently and quickly. Value patient comfort, safety and cooperation. Value cost containment and prepare only what is needed for procedure. Accept need to use terminology parent understands. Accept need to be honest in regard to accurately carrying out procedure. In addition, refer to Employability Skills List.
SAFETY	Use facility procedure to positively identify patient. Use aseptic technique to prevent infection among infant, staff and families. Safeguard infant by remaining directly in front of infant while weighing. Handle infant safely.
EQUIPMENT AND SUPPLIES	Protector pad Scales Tape measure
SOURCE OF ANALYSIS	V-TECS Catalog, Licensed Practical Nurse, Performance Objective 177.
ILLINOIS STATE GOALS FOR LEARNING	Mathematics: Goal 3-A: Measurement in various contexts using appropriate units. Goal 3-D: Conversion of units within one system and from one system to another. Goal 3-E: Application of selected measurement systems, instruments, and techniques. Goal 7-D: Ability to determine whether an estimate is a better alternative than an exact value. Physical Development and Health: Goal 1-F: Basic concepts of human growth and development during the following stages: pre-natal, infancy, childhood, adolescence, adulthood and the aging. Goal 1-G: Basic human anatomy and physiology as it relates to health and disease. Goal 2-R: Signs and symptoms indicating the need for professional medical attention.

ILLINOIS STATE GOALS FOR LEARNING (Cont.)

Language Arts:

- Goal 1-A: Recognition, recall, and summarization of material read.
- Goal 1-C: Reading for various purposes and identification of text to accomplish each purpose.
- Goal 2-A: Meaning of spoken messages.
- Goal 2-C: Inferences from spoken messages and nonverbal cues.
- Goal 2-F: Effective and appropriate responses.
- Goal 3-A: Use of appropriate language and style in writing for a variety of purposes and audiences.
- Goal 4-A: Clear and expressive speaking.
- Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting.
- Goal 6-D: English grammar.